

OFFICE OF PERSONNEL MEMORANDUM NO. 20-860-

and "Summer-only"
SUBJECT: Part-time, Employment of Dependents of Agency Personnel

REVISIONS: OPM 20-860-1, Part-time and "Summer-Only" Employment of Dependents of Agency Personnel, dated 17 July 1953
OPM 20-860-2, Personnel Office Processing of Part-time and "Summer-Only" Personnel, dated 10 August 1953

1. GENERAL

a. Dependents of Agency personnel may be employed for clerical duties, *or "Summer-only"* on a part-time basis, except for assignment to components of the Deputy Director (Plans) and the Office of Current Intelligence. Dependents include sons and daughters 16 years of age or over, and wives or husbands, except wives or husbands who were not married to their current spouse when his or her full field investigation was conducted. Individuals other than dependents as defined above will not be considered for this type of employment.

b. The Director of Security will issue special secret clearances for dependents being considered for part-time, *or "Summer-only"* employment. When they enter on duty they will be given a special security indoctrination by the Security Office and will be issued limited passes which will restrict their movements to the general area of their employment. Dependents may work with unclassified, Confidential and Secret materials only. It is the responsibility of each component employing dependents to adequately safeguard these restrictions.

and "Summer-only"
c. Part-time employees will be hired on a contractual basis. Personnel and medical qualifications will be the same as for full-time employees. They will encumber positions on Tables of Organization and existing ceiling limitations will be observed. It will be permissible to assign such personnel to encumber

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a position which is being blocked by an applicant who is in process for full-time employment. When the full-time employee enters on duty, the part-time ~~employee~~ ^{and "summer-only"} employee will be reassigned, if possible, or his contract will be terminated. The following hourly rates of pay are established for ~~part-time~~ ^{such} employees:

| | <u>Regular</u> | <u>Overtime</u> |
|-----------------|----------------|-----------------|
| GS-1 equivalent | 1.20 | 1.80 |
| GS-2 equivalent | 1.32 | 1.98 |
| GS-3 equivalent | 1.42 | 2.13 |
| GS-4 equivalent | 1.53 | 2.11 |
| GS-5 equivalent | 1.64 | 2.07 |

d. ~~Part-time~~ ^{and "summer-only"} employees will not attend regular clerical training courses. However, they will attend the one- or two-day clerical indoctrination course when they enter on duty.

2. PROCEDURES

a. Personal interviews for ~~part-time~~ ^{such} employment will be conducted by the Personnel Procurement Division in Room 100, 2430 E Street, N.W. Each individual selected will be requested to complete three copies of the Personal History Statement (Form No.), the Supplements thereto, and Report of Medical ~~Examination~~ ^{History (SF-89)}. If appropriate, PPD will request the individual to submit the necessary permissive documentation from his school system concerning employment. The interviewer will also ascertain the individual's social security number, or if necessary, have the individual procure one.

b. The Placement and Utilization Division will process applicants for ~~part-time~~ ^{such} employment by selecting those qualified to encumber the appropriate position. Processing and Records Division will initiate the Personal Service Contract (Form No. 37-53A) in each such case. The form will be signed by the Chief, PUD, as certification that the individual is qualified for the position. All copies of the Contract will be forwarded to the Processing and Records Division.

c. PRD will process these cases in the following manner:

(1) Prepare Standard Form No. 52 as indicated below in order to furnish the Machine Records Division and the Fiscal Division, Comptroller's Office with necessary data.

(a) Prepare an original and four carbon copies of the SF-52, used as Notification of Personnel Action

(b) The words "TEMPORARY/PART-TIME" will be inserted in the box in the upper-right-hand corner of the SF-52.

(c) The following terminology will be used in connection with accession actions:

"Temporary Appointment (Contract No. ____)"

or

"Part-time Appointment (Contract No. ____)"

as appropriate.

(d) On "in|service" actions and separation actions the nature of the action will be followed by the Personal Service Contract number.

(e) Item No. 7, SD-52, CS or Other Legal Authority, will be completed as follows:

PL 110
PSC # (Contract Number)

(f) All other items on the SF-~~52~~ will be completed in accordance with existing requirements.

(g) The Form 37-53A and SF-52 will be authenticated by stamping the name of the Deputy Assistant Director for Personnel in the lower right side.

- (h) One copy of the SF-52 will be attached to each copy of the Form 37-53A, except the Contractor's copy, and distribution will be made as indicated on the form No. 37-53A.

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